



SAM – On Roll Dates

**Guidance for school
admissions staff on adding on
roll dates for children**

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Introduction

All schools and academies are legally required to notify their local authority of every new entry to the school admission register. This must take place within five days of the pupil being enrolled.

Where an offer has been made via the In Year or coordinated admissions process, Hackney Education asks all schools to record on roll dates for children who have started via SAM. This enables the local authority to track and safeguard the children, to identify and chase pupils missing education, free up and allocate any vacancies and also join up the free school meals and admissions data.

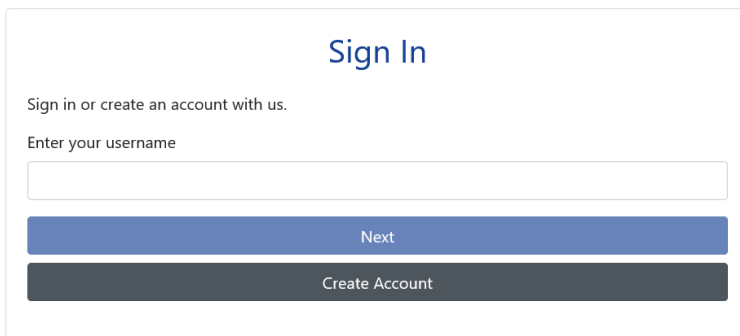
This document explains how schools can record when children are placed on roll.

At the appropriate time during the admissions process the Admissions and Pupil Benefits Team will prompt schools via e-mail to confirm which children are on roll within SAM.

If you have any queries regarding on roll dates, you can contact the Admissions and Pupil Benefits Team on 0208 820 7125 Monday to Friday from 9am to 5pm.

Accessing the SAM System

- ◆ To log in to SAM, click the following link:
<https://synergy.hackney.gov.uk/Synergy/Schools>
- ◆ Enter your school username and click Next:



Sign In

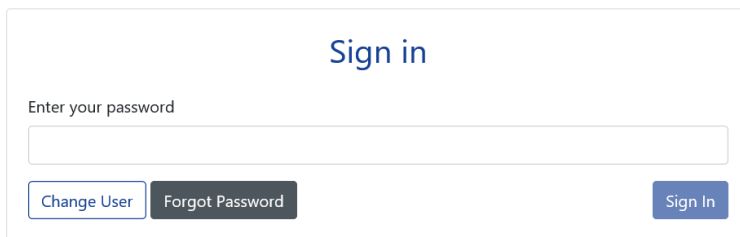
Sign in or create an account with us.

Enter your username

Next

Create Account

- ◆ Enter your password and click 'Sign In':



Sign in

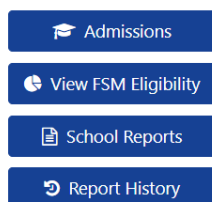
Enter your password

Change User Forgot Password Sign In

- ◆ Click the 'Admissions' button on the homepage:

School Access Module Home

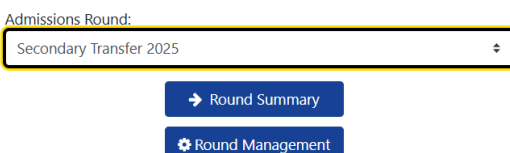
Welcome to the School Access Module. IMPORTANT: Due to essential maintenance, this site will be unavailable on 6th August between 08:30 and 11:00. We apologise for the inconvenience and thank you in advance for your understanding. Here you can manage School Admissions, view the Free School Meals Eligibility Report, and send referrals to your Local Authority.



- ◆ Using the drop down menu, select the relevant round then click 'Round Summary':

Admissions

Here you can view, manage and rank admissions applications. To view applications, use the drop down list below to select the Admissions Round, then press the Round Summary button.



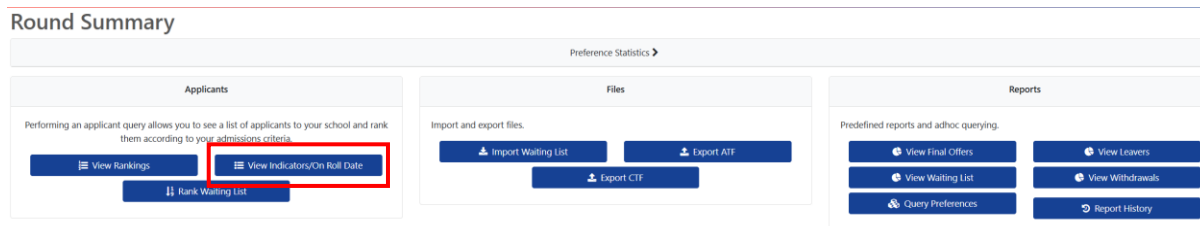
Admissions Round:

Round Summary

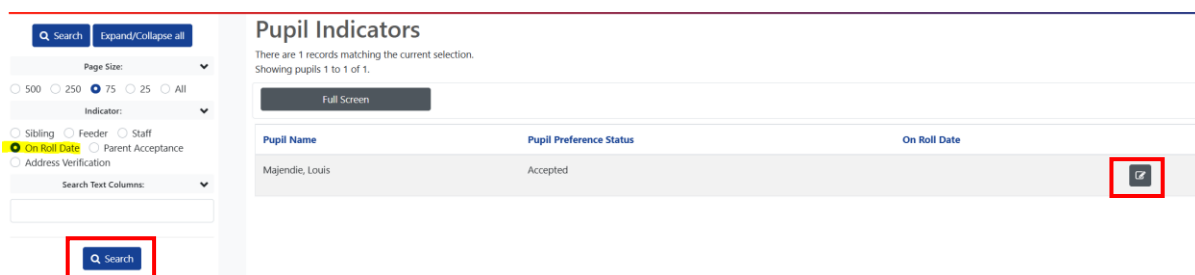
Round Management

Adding on roll dates

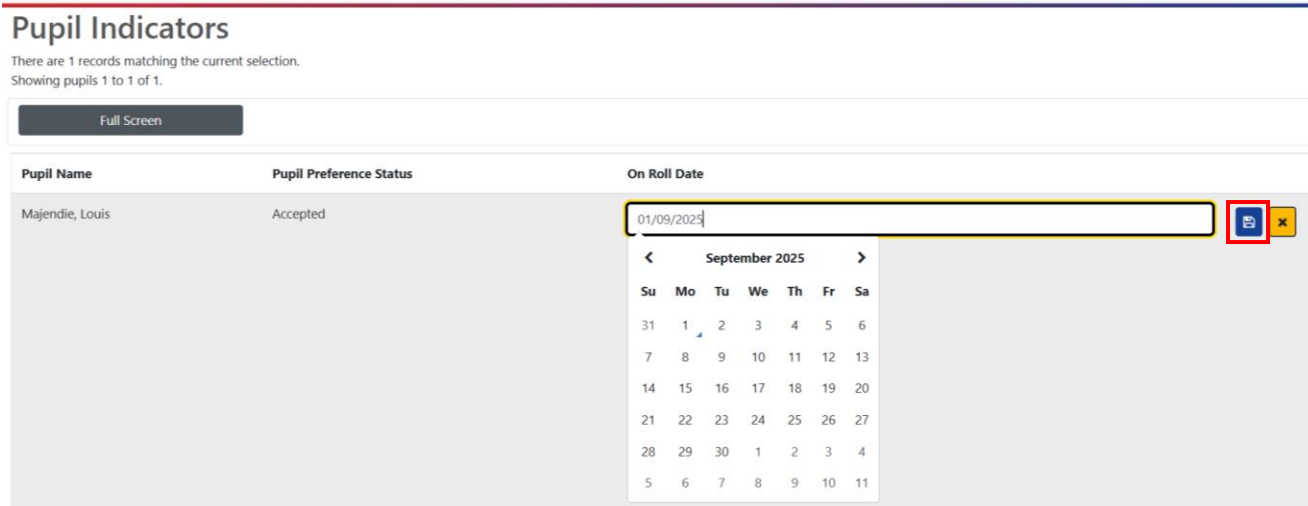
- ◆ Once in the Round Summary, click on the 'View Indicators/On Roll Date' button:



- ◆ Select 'On Roll Date' and click 'Search'. Here you will see all pupils offered to your school in the year group. To add the on roll date, click the 'Edit' icon next to each pupil:



- ◆ Add the on roll date by selecting or typing the on roll date in the box then click the 'Save' floppy disk icon. You will need to repeat this for each child who is now on roll:



NOTES

- The on roll date should be left blank for children who have not started at your school. Please do not enter an on roll date until the child has started.
- If you enter an incorrect date, you will not be able to amend this in SAM. Please contact the Admissions team who will be able to update this for you.
- You are advised to review your attendance counts after you have updated on roll dates to ensure the number of children on roll is recorded accurately.